



Department of Rural and
Community Development

An Roinn Forbartha
Tuaithe agus Pobail

Department of Social Protection, Community and Rural Development and the Islands

Community Enhancement Programme 2020

Reopening of Community Facilities under Covid 19 Restrictions Small Grant Support Scheme Guidelines

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.

1. Introduction

The Community Enhancement Programme (CEP) provides funding to community groups across Ireland to enhance facilities in disadvantaged areas.

The **CEP** is funded by the Department of Rural and Community Development (*the Department*) and administered by the Local Community Development Committees (LCDCs) in each Local Authority area.

The Department provides funding to each Local Authority (LA) area and the LCDCs then administer this funding locally to ensure funding is targeted appropriately towards addressing disadvantage in the areas that need it most.

It is important to note that other agencies and departments also invest in disadvantaged areas¹. The **CEP** will operate in a complementary manner to add value to other front-line schemes and programmes being operated in communities.

The Department has recommended that LCDCs ring-fence some funding to provide small capital grants of €1,000 or less. This is aimed at assisting small grassroots community projects to get off the ground. Ring-fencing funding at this level will allow a larger volume of those with limited resources to receive some funding. The programme can also fund or partially fund larger scale capital projects to address disadvantage.

¹ For example, the Department of Education and Skills in DEIS schools and community liaison officers, HSE in community care services, DSP in Intreo and through the Local Employment Service etc. This Department of Rural and Community Development also operates the SICAP (Social Inclusion and Community Activation Programme) to assist individuals and groups from disadvantaged communities.

The Reopening of Community Facilities under Covid 19 Restrictions Small Grant Support Scheme forms part of the small grant scheme and is set to a maximum of €500.

Applications can be made to Kilkenny LCDC by 24th July 2020

2. Who is eligible to apply?

- Any not-for-profit community or voluntary group operating hall/community facilities can apply where no other financial supports are available
- Commercial organisations and individuals are not eligible for funding.

3. What projects are eligible for funding?

The funding covers capital/equipment projects only. Each community/voluntary group operating community centre/hall facilities will be required to assess and identify what actions are required within your centre or hall to ensure appropriate physical distancing and spread prevention protocols are in place.

While you must consider your whole operation a detailed focus must be directed towards:

- Physical Distancing
- Hand Washing and Hygiene
- Respiratory Hygiene and etiquette

To this end this grant scheme is focussed and **only** supports community and voluntary groups operating community facilities to address the protocols relating to Covid 19.

Eligible costs:

- Hand sanitising stations
- Hand sanitisers/ hand wash
- Signage and marking for social distancing, hand hygiene, respiratory hygiene and etiquette
- Signage relating to new opening hours and restrictions to use of facilities
- Disposable masks

**Please note PPE gear will not be considered under this grant scheme*

For further information about assessing your facility and developing protocols please visit <https://www.pobal.ie/reopeningyourservice/>

*Please note Reopening for Business Training for community groups is being run by Kilkenny Public Participation Network and Kilkenny LEADER Partnership. This training offers assistance to community groups wishing to re-open community facilities:

Venue	Date	Time
Stonyford Community Hall	Monday 6 th of July	2.30 pm
Kilkenny Venue (Neighbourhood Hall Canice's)	Monday 6 th of	6.30 pm
Castlecomer Hall	Tuesday 7 th pf July	2.30 pm
Ballyragget Hall	Tuesday 7 th of July	6.30pm
Mooncoin Community Centre	Thursday 16 th July	2.30 pm
Outdoor Activities Hub Graiguenamanagh	Thursday 16 th of July	6.30 pm

4. Requirements of the Programme

The following conditions apply to all projects. Depending on the nature of your project (and the group applying), there may be further requirements that must be met.

Tax Requirements

- The applicant group/organisation does not have to be registered for tax purposes.
- Any applicant group/organisation that is registered for tax purposes must be tax compliant. In line with revised tax clearance procedures, which came into effect in January 2016, the Tax Clearance Access Number and Tax Reference number must be submitted for verification purposes.

Insurance - Written evidence of a valid insurance policy may be requested by the LCDC, where relevant, during the applications review process.

Acknowledgment of funding - Due to the value of some of these grants, it would not be cost-effective to require signage acknowledging the Department, Local Authority or LCDC. Other suitable acknowledgements will suffice e.g. on a group/organisation's website or social media platforms. Where signage is developed it should acknowledge the contribution of the Department.

5. Selection Criteria

Applications will be evaluated by the LCDC to ensure eligibility and that they are targeted at community and voluntary groups operating community facilities to address the protocols relating to Covid 19.

6. Corporate Governance

6a. Monitoring:

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

The overall principle is that there should be transparency and accountability in the management of public funds, in line with economy, efficiency and effectiveness. The circular outlines, for example, that grant recipients should not dispose of publically funded assets without prior approval.

6b. The Code of Governance for Community and Voluntary organisations

The Department is encouraging funded bodies to adopt the Governance Code, a Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations, which will assist in achieving excellence in all areas of your work. The Governance Code asks organisations to agree to operate to key principles in order to run their organisation more effectively in areas such as leadership, transparency and accountability and behaving with integrity. Further information on the Code is available at www.governancecode.ie

7. Approval Procedures

All applications for funding under this programme received by Kilkenny LCDC will be reviewed and assessed by the LCDC to ensure eligibility and that they are targeted at community and voluntary groups operating community facilities to address the protocols relating to Covid 19.

Following the decision each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid. This will be subject to compliance with the relevant conditions and subject to the satisfactory acceptance by the applicant of that offer.

The right is reserved to reassign the funds offered to another approved project if all requirements are not met within a reasonable period.

The Department and/or the Local Authority reserve the right to carry out an audit of expenditure or conduct inspections from time to time.

Please Note:

Requests for assistance usually exceed the funds available and it is important therefore that the process of evaluation is rigorous. The purpose of this process is to ensure that the best projects, taking all factors into account, emerge and receive support. It is Departmental policy to ensure that every application is treated fairly and impartially.

Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

The LCDC in evaluating proposals received may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

8. General

The information provided in this document is intended to give applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

Freedom of Information Act 2014

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

Site Visits

The Department, Local Authority or LCDC may carry out unannounced site visits to verify compliance with Programme terms and conditions.

Further information may be requested

The LCDC reserves the right to request further information from you in order to assess your application if so required.

Usage of information

The information provided on the form will be utilised for the purposes of evaluating and administering the grant process, and to facilities audits and any site visits. When evaluating

the applications received the LCDC may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

- Under the programme it is intended that 30% of the funding that is allocated to each Local Authority area will be ring-fenced for grants of €1,000 or less.
- **This Grant is to a maximum of €500**
- Applicant groups shall self-certify that they do not have the funding to undertake the work, without the grant aid.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.

9. How to Apply

Application Form

The application form is detailed and is designed to ensure that it has the necessary information to evaluate each proposal accurately and fairly. **Please ensure that you complete the 2020 application form in full and that any documentation in support of your application is submitted with your application.**

Only projects that meet the criteria outlined above will be considered eligible.

PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

Submission of false or misleading information at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time. All serious breaches of the terms and conditions of the Programme will be notified to An Garda Síochána.

Completed applications to be forwarded to:

Cora Nolan, Kilkenny County Council

Community Section, Johns Green House, Johns Green, Kilkenny

Or to cora.nolan@kilkennycoco.ie

5PM on Friday 24th July, 2020

CLOSING DATE WILL BE STRICTLY ADHERED TO